



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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Fifth District

July 29, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AMENDMENT TO CONSULTING SERVICES AGREEMENT
RELATING TO THE ASSET MANAGEMENT AND IMPROVEMENT PLAN
FOR COUNTY PARK FACILITIES AND RELATED BUDGET ADJUSTMENT
(All Districts - 4 Vote Matter)**

**JOINT RECOMMENDATION WITH THE DIRECTOR OF PARKS AND RECREATION
THAT YOUR BOARD:**

1. Approve and instruct the Chair to execute Amendment No. 1 to the Consultant Services Agreement between the County and Sapphos Environmental, Inc. to complete the inventory and structural assessment of County park facilities, effective upon Board approval, for a not-to-exceed increase of \$325,716 from the original contract amount (Attachment A) and to include additional contract requirements adopted by your Board.
2. Approve the attached budget adjustment in the amount of \$176,000 to increase the Project and Facility Development Fund – Services and Supplies through the cancellation of a prior year commitment in order to re-appropriate the funds in FY 2003-04.

PURPOSE OF RECOMMENDED ACTION

The recommended actions will enable the Chief Administrative Office (CAO) to complete its assessment of the physical condition of the County's park facilities and related park infrastructure for integration into the Department of Parks and Recreation's Asset Management Plan, which is also under development.

JUSTIFICATION

Background

In 2001, your Board authorized the execution of a consultant services agreement with McClellan-Hunter to update the building inventory and prepare a structural assessment of the County's park facilities. Your Board also authorized the execution of a second agreement with Sapphos Environmental, Inc. (Sapphos) for the preparation of an Asset Management Plan (Plan) and overall coordination of these studies.

During the preparation of the building inventory and structural assessment, it became apparent that the County's inventory records had not been regularly updated to reflect the addition of over 400 new facilities and as a result, the fees under the McClellan-Hunter agreement were insufficient to complete the inventory or structural assessment study. McClellanHunter completed 241 building inventories and structural assessments at 37 of 108 park sites. It was anticipated, at that time, that an additional \$150,000 would be necessary to complete both studies on 817 buildings at the remaining 71 park sites. We informed your Board of the projected cost increase and halted further work under the Sapphos agreement until an alternative approach and additional funding could be identified.

It is now recommended that Sapphos complete the remaining building inventories and structural assessments. The recommended utilization of Sapphos is based on the firm's familiarity with the County's park facilities and the study's methods and formats as well as its understanding of the goals and objectives of the Parks Plan. Under the recommended action plan, Sapphos would also remain responsible for the development and completion of the Parks Plan.

Proposed Amendment

In order for Sapphos to proceed with the remaining building inventories and structural assessments, we are recommending approval of Amendment No. 1 to the existing agreement with Sapphos. Under the proposed amendment, Sapphos will be responsible for providing the following services:

Building Inventories/Structural Assessments

Sapphos will complete the general condition evaluations and structural assessments for each of the existing buildings and structures at 71 remaining parks sites, which will include:

- a determination of approximate square footage of each building;
- verification of the Los Angeles County Inventory (LACO) Number and asset location on park base map;
- a visual survey of the interior and exterior of the buildings and structures;
- an assessment of conditions pertaining to local and national building code compliance; accessibility requirements; and fire/life safety systems;
- an evaluation of the roof, structural, electrical, mechanical, plumbing, fire and life safety systems; interior finishes; and building exteriors, including windows and doors;
- assignment of a condition rating for each building, cost estimates for items requiring repair or remodel to bring each structure to average or excellent condition, and photographs of overall deficiencies; and
- preparation of visual hazardous materials evaluation for facilities and structures.

Asset Management Plan

The intent of the Parks Plan is to provide a multi-year approach to addressing the unmet needs in order of priority and within available funding. To develop the Parks Plan, Sapphos will determine the nature and extent of unmet park and recreation needs through an analysis of data from the building inventory and structural assessment studies in terms of the location and capacity of existing park facilities, and existing and projected demographic, and park and recreation needs. Sapphos will also work with staff from the Department and CAO to prioritize improvements at park facilities.

The Department and CAO will present recommendations regarding the final Parks Asset Management Plan concurrent with the Proposed 2004-05 Budget in April 2004.

FISCAL IMPACT/FINANCING

The project cost previously approved by your Board totaled \$860,204, including the two base contracts of \$679,864 and contingency funds of \$180,340. At the time project activities were halted, \$401,446 had been expended from both contracts leaving remaining funding of \$458,758 which includes a prior year commitment of \$175,716.

It is now estimated that the project cost will increase by \$150,000 to \$1,010,204. In order to fund the revised project budget it is recommended that your Board's approve the attached budget adjustment which will cancel the prior year commitment of \$176,000. Sufficient funding has been identified for the additional project cost increase of \$150,000 in the Project and Facility Development Fund Fiscal Year 2003-04 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code Section 31000 your Board is authorized to contract for professional services.

The amendment has been reviewed and approved as to form by County Counsel.

CONTRACTING PROCESS

N/A

IMPACT ON CURRENT SERVICES (OR PROJECTS)

It is anticipated that the completion of the physical inventory will be complete by September 2003. Completion of the Plan is anticipated to be completed in December 2003. This work will have no impact on current services and park activities will continue uninterrupted. The project management team will consult in advance with each park staff regarding the field survey schedule and building inspection activities.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORTS

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the State CEQA Guidelines on the basis that it can be seen that there is no possibility that the approvals recommended herein may have a significant effect on the environment.

The Honorable Board of Supervisors
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CONCLUSION

It is requested that the Executive Officer-Clerk of the Board forward the original four (4) copies of the Amendment and four (4) conformed copies of this letter with the attachments to the Capital Projects Division, Chief Administrative Office and one conformed copy to the Department of Parks and Recreation.

Respectfully submitted,

David E. Janssen
Chief Administrative Officer

Tim Gallagher
Director, Parks and Recreation

DEJ:SNY
JSE:DKM:mdc

Attachment

c: County Counsel

BUDGET ADJUSTMENT

4 –VOTES

FY 2003-04

FINANCIAL SOURCES

Project and Facility Development Fund
Appropriation for Contingency – Cancelled
Commitments & A/P's
A01 – 3306
\$176,000 Increase

FINANCIAL USES:

Project and Facility Development Fund
Services and Supplies

A01 – PF – 10190 – 2002
\$176,000 Increase Appropriation

JUSTIFICATION:

The budget adjustment is necessary to cancel a prior year commitment and re-appropriate the funds in FY 2003-04 to partially fund Amendment No. 1 to the Sapphos Environmental, Inc. Consulting Agreement relating to the Parks Asset Management Plan Project.